

City of Las Vegas

**C D B G
&
H O P W A**

**General Application Information Manual
2012-2013 Program Year**

Prepared By

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NEW THIS YEAR: The City is using Zoom Grants, an on-line submission program that requires all applications be submitted via this website. No paper copies will be accepted. Further information is on page 4 of this Manual.

CITY OF LAS VEGAS' GRANT FUNDS PLANNING PROCESS

The City of Las Vegas (City or CLV) Parks, Recreation & Neighborhood Services Department (PRNS), utilizes a Notice For Applications (NFA) process to aid in the development of viable communities by providing decent housing and a suitable living environment, principally for persons of low, very-low and moderate income. Funding is provided through the Housing and Urban Development Department (HUD) Community Development Block Grant (CDBG) and the Housing Opportunities for Persons with Aids (HOPWA) programs. The City utilizes non-profit partners to assist in providing housing and programs. The City also utilizes the Community Development Recommending Board (CDRB), a citizens' board appointed by City Council, to make funding recommendations for this process.

Planning activities follow the same steps each year although the timing may vary. These steps are:

- Step 1 - Identification of community development issues, needs, and concerns through community meetings and citizen input;
- Step 2 - Formulation of community development goals and preliminary strategies. (staff and citizens);
- Step 3 - Dissemination of Grant Funds information to agencies and individuals;
- Step 4 - Submission of project applications; and
- Step 5 - Project selection:
 - a. Review of project applications by review committee and the CDRB
 - b. Present recommendations of CDRB to the Las Vegas City Council,
 - c. Public hearing before the Las Vegas City Council and final selection of projects for application submission to HUD.

Overall NFA Proposed Schedule (Subject to Change)

ACTIVITY	DATE/TIME
Applications Release Date	October 24, 2011
Application Workshop HOPWA	November 2, 2011 (9 a.m. – 11 a.m.)
Application Workshop CDBG PS Returning Applicants	November 3, 2011 (2 p.m. – 4 p.m.)
Application Workshop First Time Applicants	November 3, 2011 (9 a.m. – 11 a.m.)
Applications Due Date	November 22, 2011 3:00 p.m.
Minimum Requirements Review	December 2011
HOPWA Presentations to CDRB	January 2012
CDBG Public Service Presentations to CDRB	January 2012
HOPWA & CDBG Public Service Recommendations CDRB	February 2012
City Council Approval of CDRB Recommendations (Public Hearing)	April 2012
CLV Agreement Process	Begins after City Council Approval
Fiscal Year begins	July 1, 2012
Fiscal Year ends	June 30, 2013

PRE-QUALIFICATION CRITERIA

Applicants not meeting the Pre-Qualification Criteria will not be considered for funding. **Agencies should not submit applications if the Criteria cannot be met.**

1. If during the course of the application process it comes to the attention of City staff that an organization, or its principals, owes outstanding monies to the City, the applicant will be given the opportunity to remedy the situation in order for the application to move forward. **Failure to remedy such indebtedness may result in application disqualification.**
2. Applications must comply with the requirements of the application process. Applications that are incomplete, have an inadequate response, or have other content errors or deficiencies may be rejected. Contextual changes and/or additions to the application after the deadline date will not be accepted.
3. Submission of an application shall constitute acknowledgement and acceptance of all terms and conditions of the Request for Applications Process.

General Non-Profit Criteria

1. Applicant must have documentation of non-profit 501 (c)(3) or (4) status at least one full year, or have principal staff with one full year of operating experience under another non-profit, at time of application submission.
2. Applicant must be certified to do business in the State of Nevada, and licensed in the City of Las Vegas at the time of application submission.
3. Applicant must have at least one full year of experience in an area directly related to proposed activity, or have principal staff with such experience at time of application submission.
4. Applicant must not have any outstanding audit issues at time of application submission.

BUSINESS LICENSE CRITERIA

All Non-Profits must have a current City of Las Vegas Business License specific to the program and location for which they are applying by the application submittal deadline. It may take 30 days or more to obtain a new business license, please note that the address where the services are provided must be properly zoned. If not, this may cause the license procedure to take longer than anticipated. Please call 229-6281 for additional business licensing information.

PROGRAM CRITERIA

Each Grant Program has its own unique criteria, which is further explained in separate documents. Organizations must be able to meet the individual program criteria in order to apply for funding.

ACCEPTANCE OF TERMS

By submitting an application, the applicant accepts all terms, conditions and requirements of this Application. The applicant's proposal will become part of the grant agreement in the event the applicant is awarded funds. The applicant will be bound by what is in the proposal, unless otherwise approved in writing by the City of Las Vegas. The applicant understands and accepts that the most restrictive conditions may apply.

The applicant's proposal and other materials submitted in response to the application process becomes the property of the City of Las Vegas and may be returned only at the City's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed, rated, and approved for funding by the City Council. Financial statements included in the application may also be considered public information.

CITY CONDITIONS – SPECIAL CONDITIONS OF THE NOTICE FOR APPLICATIONS (NFA)

Applicants should be aware of the following special conditions and requirements of the NFA

1. The award of any agreement based on applications received in response to this NFA is contingent upon the City's receipt of CDBG and HOPWA funding received annually from Housing and Urban Development (HUD).
2. This NFA provides a uniform method and process for the open and competitive procurement of services under CDBG and HOPWA federal funds issued by HUD. The intent is to identify various prospective contract alternatives and to obtain estimates of costs of services being solicited. The City is under no legal obligation to execute an agreement on the basis of any application received. Any costs incurred by the Applicant prior to the commencement date of an agreement will not be reimbursed from City funds.
3. The City specifically reserves the right to vary the provisions set forth herein any time prior to the execution of an agreement where such variance is deemed to be in the best interest of the City and the population to be served.
4. The City reserves the right to negotiate with any qualified source, or to cancel this NFA in part or in its entirety.
5. The City reserves the right to contact any individual, agency or grantee listed in the application or others who may have experience or knowledge of the Applicant's performance relevant to the proposed activities.
6. Applicants shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any employee of the City, any member of the City Council of Las Vegas or the Community Development Recommending Board (CDRB), for the purpose of influencing application selection and funding.
7. The City reserves the right to conduct a review of records, systems, and procedures of any entity selected for funding. Misrepresentation of the Applicant's ability to perform as stated in the application may result in cancellation of any contract or agreement awarded. An agreement may be withheld if issues of contract or questions of non-compliance, or questioned or disallowed costs exist, until such issues are satisfactorily resolved.
8. Agreements will be awarded to the Applicant whose proposals are the most advantageous to the City.
9. If selected for contractual negotiations, the Applicant may be required to prepare and submit additional information upon which further contract negotiations will be based. The ultimate result of reaching terms agreeable to both parties will be the execution of an agreement for the provision of services being solicited.
10. The City reserves the right to modify or terminate agreements awarded under this NFA based on availability of funds and based on acceptable performance as established by the City.
11. Applicants should be aware of the City of Las Vegas rules and policies contained in the Program Manuals for each program delineated in the NFA: which are located at www.lasvegasnevada.gov/Apply/grants.asp under each respective grant listed above.

Zoom Grants Instructions

The City is utilizing the Zoom Grants program this year. All applications will be accepted through this software, which is web based. No paper applications will be accepted. To begin; click on the Zoom Grants link which will navigate to the City of Las Vegas grant section of the site. If you have an account, log in and follow the instructions. If not, under the "My Account" section, click New Zoom Grants account and enter the required information to create a profile. Once an account has been established, this profile will be used for any other Zoom Grants Process. The direct link to the City's applications is in each application section on the City's website.

Once the agency profile has been created, select the grant for which you want to apply, click the "Apply" button and start your proposal. Answers are automatically saved. All applicants must answer the "Pre-App Questions" first to determine eligibility. Once the questions have been answered and submitted for approval, PRNS staff will review and either accept or reject the applicant. PRNS staff will receive an email from Zoom Grants notifying them of new applicants or changes for review.

Once the PRNS Staff has determined the applicant has met the Pre-App threshold requirements, the agency will be notified that they may continue with the application process. These steps include: answering Proposal Questions, Zoom Budget filled out, (which is a summary and must be completed in addition to the Excel Budget Form), and all documents uploaded. There are checks and balances in the application to remind agencies to fill out and submit all necessary forms.

IMPORTANT: You may make changes after you submit the application up to the stated deadline. The City is not responsible for any technical difficulties which prevent an applicant from submitting on time.

Careful preparation of your application is important; **incomplete applications will not be accepted.** Every question must be completed in order to submit. **A complete electronic application and the uploaded attachments must be received no later than November 22, 2011 at 3:00 p.m. no exceptions. The City will not accept applications that are not submitted electronically via www.Zoomgrants.com.**

For technical assistance with the software, please contact Zoom Grants directly at 866-323-5404. For content questions, please contact Shawn Bolster, PRNS at 702 229-4912.

APPLICATION GENERAL GUIDANCE

The guidelines for completing your application are as follows:

Sections of the application or attachments that **require** a signature must be handwritten (there are no electronic signatures). **No hand written Exhibits or Attachments will be accepted** (the certifications forms must be signed).

Do not revise or alter the application or **Microsoft Word or Excel.xls** attachments. Alteration of any application forms will result in disqualification of the application. Content changes and/or additions to the application after the deadline date will not be accepted.

All attachments must be uploaded in a Microsoft Word.doc, Adobe.PDF or Microsoft Excel.xls format. Application attachments must be submitted as instructed in the application. A list of these documents and attachments can be found in the documents section of ZoomGrants. All requested information must be included.

The Board President or other authorized person(s) must sign the two page Certification Form (documentation for other authorized persons must be included). The form must then be uploaded as a PDF. **If the application CERTIFICATION is uploaded and is submitted unsigned it will be deemed ineligible.**

APPLICATON WORKSHOP/TECHNICAL ASSISTANCE

Due to the new software system, we highly encourage you to attend one of the three workshops below as applicable to your agency: All workshops are scheduled at the Mel Kalagian Downtown Senior Services Center 300 S. 9th Street - Community Room. Please RSVP your attendance to 702 229-2330.

1. November 2, 2011 HOPWA Returning Applicants from 9:00 a.m. – 11:00 a.m.
2. November 3, 2011 First Time Applicants from 9:00 a.m. – 11:00 a.m.
3. November 3, 2011 CDBG Returning Applicants from 2:00 p.m. – 4:00 p.m.

PROJECT APPLICATION AND SELECTION PROCESS

Non-profit agencies interested in receiving Grant funds must submit an application to the City of Las Vegas Parks, Recreation & Neighborhood Services Department (PRNS). The applications must be submitted prior to the cut-off time noted in the deadline or it will not be accepted.

In order to be considered, applications for the 2012/13 Program Year (July 1, 2012 to June 30, 2013) must be submitted no later than November 22, 2011 by 3:00pm. All project proposals must be submitted to the City using Zoom Grants. Failure to use the Zoom Grants system will render the application as unacceptable.

After the deadline submission date, the applications will be evaluated by a review committee. An initial review will be performed to ensure that the Application is complete and all supporting documents have been submitted. Incomplete application packages will not be considered. A cure period or opportunity to revise or correct proposals **will not** be granted. The applicant will be informed that the application is incomplete and will not receive further consideration for funding.

Open public meetings and hearings will be held for applications that have been determined to be in compliance with the application process. The CDRB will review and make project funding recommendations at these open meetings. These recommendations will be presented to the Las Vegas City Council for their consideration and approval. Following Council selection, funding allocations for these projects are approved.

COMMUNITY DEVELOPMENT RECOMMENDING BOARD (CDRB)

The Community Development Recommending Board (CDRB) is a citizen's advisory group, appointed by the City Council. Its members are appointed to represent the concerns and opinions of the community in advising the City of Las Vegas on the allocation of Community Development Block Grant Program (CDBG) and Housing Opportunities for Persons with AIDS (HOPWA) funds.

Through a series of open public meetings, and with the assistance of the PRNS Department staff, the CDRB reviews past projects, examines changes in community needs and explores trends as they affect community development as outlined in the HUD required CLV Consolidated Plan (CP), and subsequently evaluates and recommends projects to the City Council. The CDRB uses a review process that includes a careful evaluation of each eligible applicant proposal within the context of program design and against program criteria and current objectives, both nationally and those outlined in the CP.

The most difficult task the CDRB faces is selecting which projects and activities are to be recommended to the City Council for funding. The limited amount of Grant funds is inadequate to meet the requests of all the applicants. Development of a project ranking system enables CDRB and staff to prioritize applications in a manner that will best meet City-wide strategies and objectives.

Of the projects proposed, and determined by staff to meet HUD eligibility guidelines, the CDRB will recommend only those that most effectively and efficiently meet the needs of eligible Las Vegas residents.

The fact that an agency has received Grant funds in prior years is not a guarantee for future funding. Priorities and policies for desirable projects each entitlement year may change based upon the CLV Annual Action Plan, which is developed through citizen participation. Grant funds are targeted to assist low income neighborhoods, citizens and City Council priorities.

FUNDING RATIOS

Traditionally, the funding requests for the federal grants have been more than the amount available. Below is a recap of past funding ratios by program:

- CDBG Public Service ratio has been as high as 8 to 1, meaning that for every eight dollars requested only one dollar is available.
- HOPWA program ratio is generally 3 to 1, meaning that for every three dollars requested, only one dollar is available.

PUBLIC MEETINGS AND HEARINGS

Public hearings and meetings have been and continue to be the prime vehicle for eliciting public input. Generally, public meetings are held to gather information on community priorities and to respond to citizen questions and concerns. Public hearings are held by the Las Vegas City Council for the purpose of formal presentation and/or adoption of projects or programs and to hear citizen testimony. The meeting schedule, provided on page two, is subject to change.

PROGRAM MANUAL

The City of Las Vegas (City) has developed specific Program Manuals to assist applicants and recipients of Federal funds. Please refer to this manual for information regarding the administration of these programs. Manuals are available on CD or on line at the City of Las Vegas Website located at <http://www.lasvegasnevada.gov/Apply/grants.htm> under each respective grant.

DUNS Number

All sub-grantees are required to register with Dun and Bradstreet to obtain a DUNS number, if they have not already done so. For more information see 73 FR23483, April 30, 2008 or go to: http://www.dnb.com/US/duns_update/

Central Contractor Registration (CCR)

The Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Both current and potential federal government registrants are required to register in CCR in order to be awarded contracts by the federal government. Registrants must update or renew their registration at least once per year to maintain an active status. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA. Per ARRA (American Recovery and Reinvestment Act) and FFATA (Federal Funding Accountability and Transparency Act) federal regulations, all sub-grantees or subcontractors receiving federal grant awards or contracts must be registered with the CCR. To register go to <https://www.bpn.gov/ccr/default.aspx>

FREQUENTLY ASKED QUESTIONS (FAQ's)

1. Q. Why did the City switch to ZoomGrants?

A. The City has been seeking cost saving measures, and an electric application process allows for better efficiency not only of staff time, but also that of our CDRB board and the applicants.

2. Q. What are the City's Priorities?

A. The Las Vegas City Council has provided our office with priority community needs as outlined below. Applications that address these needs will be given priority consideration. Should funds be available after the Council priorities have been met, then other applications will be considered.

- Homeless prevention/outreach and intervention services.
- Seniors with a focus on maintaining independence.
- Persons with special needs (Includes HOPWA).
- Youth programs that focus on academic skills and early childhood development.

3. **Q. What if I don't meet all the Minimum Requirements, can I still apply?**
 - A. All requested information must be submitted. Incomplete applications, or applications not complying with minimum standards, will not be considered for funding.
4. **Q. What does Verification of Good Standing mean?**
 - A. In addition to being an IRS 501 C (3) or (4), all non-profit agencies must be in compliance with the Nevada Secretary of State's Office in order to apply. Each year, agencies must file updated Board of Directors and Officer's list with the Secretary of State's office. After processing, the Secretary of State's staff sends out receipts and updates their website to ensure that agencies' status is correct. This information is verified by NSD staff.
5. **Q. What is the Business License requirement?**
 - A. All agencies, including non-profit agencies, doing business in the city of Las Vegas, or serving city residents must have a business license. Agencies must contact the Business License Office at 229-6281 to determine program licensing requirements. In some instances, agencies must coordinate with the City's Planning Department to ensure compliance with zoning and special use permit requirements. Agencies' licensing status is verified by NSD staff.
6. **Q. What are Outcomes?**
 - A. Outcomes are not the products for the agency, but the benefits for the participants. What will be the benefits for the client? What is this program accomplishing? Examples of outcomes include: increased percentage of individuals and their families that are living in stable housing, increased housing affordability for clients and their families, increased accessibility to affordable decent housing or services for clients and their families, increased affordability and availability of services to clients. Applicants should include only the major program outcomes supported by the requested City funds.
7. **Q. Who needs to submit an audit with the application? Can a yearly financial statement be submitted?**
 - A. All applicants must have a financial review conducted annually. Please see the Application and Application Instructions for more information on audit requirements. Agencies who earn less than \$200,000 must submit their most recent IRS accepted 990 and 6 months of Agency bank statements (June 2011 – November 2011).
8. **Q. Can I design my program to be race, religion or gender specific?**
 - A. No, federal funds cannot be used to exclude any eligible participants. Agencies may indicate a preference as to gender or category of clients served. Agencies must provide suitable and comparable choices for services by maintaining written agreements with other agencies to provide identical services, if their programs only serve specific classes.
9. **Q. Will the City help me write my application?**
 - A. No. The City cannot assist potential applicants in writing their applications, as it would be a conflict of interest. PRNS staff is available to provide technical assistance.
10. **Q. When can I submit an application? Do I have to wait for the deadline?**
 - A. You may submit a complete application anytime during the application period. Late applications will not be accepted. Please ensure that the application Certification is signed, and that blanks are filled in prior to submission.

CLIENT ELIGIBILITY HUD SECTION 8 GUIDELINES

In order for a project or program to be eligible to receive Community Development Block Grant (CDBG) funds, at least 51% of the participants or recipients must have income that is less than 80% of median income.

INCOME NOT TO EXCEED

FAMILY SIZE	EXTREMELY LOW INCOME (30%)	VERY LOW INCOME (50%)	LOW INCOME (80%)
1	less than \$13,700	less than \$22,800	less than \$36,500
2	less than \$15,650	less than \$26,050	less than \$41,700
3	less than \$17,600	less than \$29,300	less than \$46,900
4	less than \$19,550	less than \$32,550	less than \$52,100
5	less than \$21,150	less than \$35,200	less than \$56,300
6	less than \$22,700	less than \$37,800	less than \$60,450
7	less than \$24,250	less than \$40,400	less than \$64,650
8	less than \$25,850	less than \$43,000	less than \$68,800

Low and moderate income household means a household having an income equal to or less than the Section 8 low income limit (80%) established by HUD, adjusted for family size.

A very low income household means a household having an income equal to or less than the Section 8 very low income limit (50%) established by HUD, adjusted for family size.

An extremely low income household means a household whose income is 30 percent or less of the area median income, adjusted for family size.

Provided by the United States Department of Housing and Urban Development (HUD), effective May 31, 2011.